



## Job Announcement

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<b>Opening Date:</b>	February 12, 2015	<b>Closing Date:</b>	February 26, 2015
<b>Job Title:</b>	Criminal/Juvenile Assistant	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	059399	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for Howard County Ellicott City, Maryland	<b>Grade/Entry Salary:</b>	J06 \$30,761 - \$36,447 (Depending on Qualifications)

**Financial Disclosure:** No

**Essential Functions:** Prepares and processes new criminal/juvenile case files; maintains case docket by entering record of case documents as they are received using a computer keyboard and establishing case file folders. Assist in processing the office's incoming/outgoing mail; process Judge's orders; prepares criminal appeals and mails the appeals to the Court of Special appeals. Assists the public, coworkers, attorneys, agencies by providing information about the status of cases and procedures in the Clerk's office both in person at the counter and by telephone.

**Education:** High School Diploma or GED.

**Experience:** One year of related experience.

**Skills/Abilities:** Ability to communicate in a patient, tactful and concise manner and to effectively convey directions, instructions, and information to the public. Ability to maintain a proper demeanor at the counter. Ability to record essential information and accurately process documentation, set priorities, process multiple duties and responsibilities. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test, each test not to exceed 5 minutes. Ability to perform all essential functions of the position.

**All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).**

**Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.**

Circuit Court for Howard County  
8360 Court Avenue, Room 300  
Ellicott City, Maryland 21043-4579  
ATTN: Wayne A. Robey, Clerk of Court

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**